

Introduction

The “Item Type: Normal vs Narrative” Quick Reference Guide is designed to provide the minimum steps necessary in creating both “Item Types” and understanding the difference between the two.

Notes:

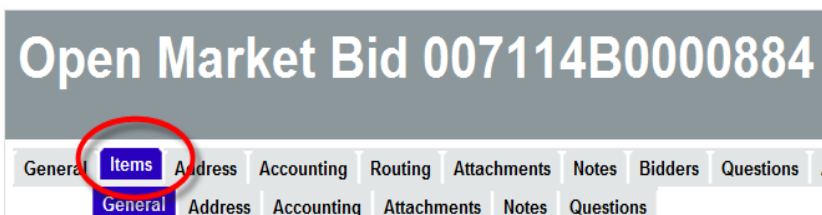
- A Normal Item can be bid upon, while Narrative Items cannot, but are merely used for adding additional information.
- You must have a Normal Item before you can select a Narrative Item.
- The Quantity, Unit Cost, UOM become inactivated when a Narrative Item is selected.
- Only **one** line item can be entered at a time.

Steps

Step 1:

When creating a Bid, you must enter an **Item Type(s)**.

a.) Click the **Items Tab**.

The screenshot shows the top of a web application window. At the top, a grey header bar contains the text "Open Market Bid 007114B0000884" in white. Below this is a navigation bar with several tabs: "General", "Items", "Address", "Accounting", "Routing", "Attachments", "Notes", "Bidders", and "Questions". The "Items" tab is highlighted with a blue background and white text. Below the navigation bar, there is another row of tabs: "General", "Address", "Accounting", "Attachments", "Notes", and "Questions". The "General" tab in this row is also highlighted with a blue background and white text.

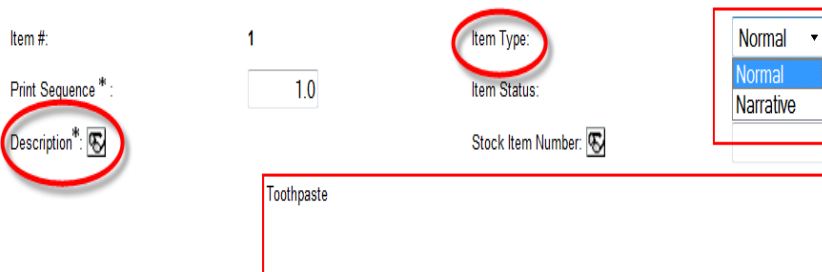
Step 2:

The Item page displays.

A **Normal Item Type** must be entered.

a.) Be sure the Item Type is defaulted to **Normal** from the drop down menu.

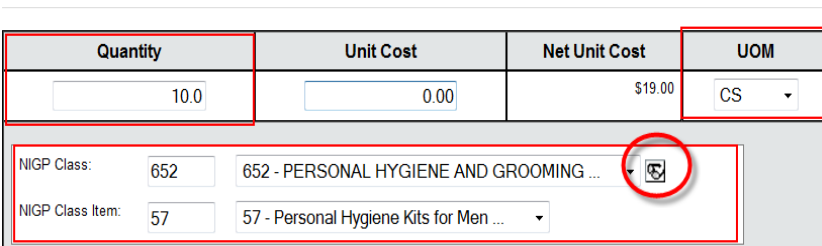
b.) Enter in a detailed description in the box provided.

The screenshot shows the "Item" page of the application. It contains several input fields and a dropdown menu. The "Item #" field has the value "1". The "Print Sequence *" field has the value "1.0". The "Item Type:" dropdown menu is open, showing three options: "Normal", "Normal", and "Narrative". The "Item Status:" field is empty. The "Stock Item Number:" field has an eyeglass icon next to it. Below these fields is a large text area for the "Description *", which contains the text "Toothpaste".

Step 3:

a.) Enter in the **Quantity, UOM, and select an appropriate NIGP Class & Item** from the eyeglass icon or the drop down menu provided.

b.) Save your work and your Items should now be saved.

The screenshot shows the bottom section of the "Item" page. It features a table with four columns: "Quantity", "Unit Cost", "Net Unit Cost", and "UOM". The "Quantity" field has the value "10.0", "Unit Cost" has "0.00", "Net Unit Cost" has "\$19.00", and "UOM" has a dropdown menu with "CS" selected. Below the table is a section for "NIGP Class" and "NIGP Class Item". The "NIGP Class" field has the value "652" and a dropdown menu with "652 - PERSONAL HYGIENE AND GROOMING ..." selected. The "NIGP Class Item" field has the value "57" and a dropdown menu with "57 - Personal Hygiene Kits for Men ..." selected.

Step 4:

Narrative Items only permit you to enter a description.

- a.) Select the **Narrative Item Type** from the drop down menu.
- b.) Enter your description in the box provided.

Note: your quantity and UOM columns will be zeroed out.

Item #:

Print Sequence*:

Description*:

Item Type:

Item Status:

Stock Item Number:

Quantity	Unit Cost	Net Unit Cost	UOM
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="\$0.00"/>	<input type="text"/>

Once you click the save & exit button, both your “**normal and narrative**” items will be viewable.

Note: the **narrative item** is the 3rd item with only a description.

Item #	Print Sequence	Item Description			
		Quantity	UOM	Unit Cost	Net Unit Cost
1	1.0	Abrasive equipment			
		<input type="text" value="1.0"/>	<input type="text" value="EA"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
2	2.0	item for test			
		<input type="text" value="2.0"/>	<input type="text" value="EA"/>	<input type="text" value="100.00"/>	<input type="text" value="\$100.00"/>
3	3.0	Testing - looking for the best abrasive equipment. Preferably Ego brand.			